## S243: Spreadsheet software 2

**Overview:** Select and use a wide range of intermediate spreadsheet software tools and techniques to produce, present and check spreadsheets that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others. This standard is imported from the **e-skills IT Users suite.**

**Links:** Communication; Document Production

**Specific skills:**
- • Checking
- Communicating
- Presenting information
- Using technology

| Performance Indicators | Knowledge & Understanding |
|---|---|
| **Use a spreadsheet to enter, edit and organise numerical and other data**<br>1. Enter and edit numerical and other data accurately<br>2. Combine and link data across worksheets<br>3. Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available<br><br>**Select and use appropriate formulas and data analysis tools to meet requirements**<br>4. Select and use a range of appropriate functions and formulas to meet calculation requirements<br>5. Use a range of tools and techniques to analyse and manipulate data to meet requirements<br><br>**Select and use tools and techniques to present and format spreadsheet information**<br>6. Select and use appropriate tools and techniques to format spreadsheet cells, rows, columns and worksheets<br>7. Select and format an appropriate chart or graph type to display selected information<br>8. Select and use appropriate page layout to present and print spreadsheet information<br>9. Check information meets needs, using spreadsheet tools and making corrections as necessary<br>10. Respond appropriately to any problems with spreadsheets | A. Identify what numerical and other information is needed in the spreadsheet and how it should be structured<br>B. Identify which tools and techniques to use to analyse and manipulate data to meet requirements<br>C. Plan how to present and format spreadsheet information effectively to meet needs<br>D. Describe how to find errors in spreadsheet formulas |